

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Moveable Information Technology Assets
<b>NO.:</b>	ADMIN-216
<b>RESPONSIBILITY:</b>	Chief Administrative Officer & Associate Vice-President, Information Technology
<b>APPROVED BY:</b>	Durham College Leadership Team
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## 1. Introduction

The impermanent nature of Moveable Information Technology (IT) Assets requires effective management and inventory control measures to ensure that Durham College resources are protected and available when needed. Up-to-date records detailing the College's Moveable IT Asset inventory support both an accurate assessment of the College's financial records and allows for future planning needs.

## 2. Purpose

This policy outlines the principles underlying the acquisition, allocation, management, and control of Moveable IT Assets.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

The statements of policy should be brief and direct. Structure the policy statements using the following information hierarchy:

- 4.1. All Moveable IT Assets are the property of Durham College and shall be recorded as such by IT Services (ITS).
- 4.2. All IT assets, including Moveable IT Assets, shall be purchased through the Procurement office with approval by ITS and must be selected from the IT Standards List.
- 4.3. Purchasing personal printers is not encouraged to protect our environment. Personal printers should be purchased only if circumstances necessitate it and with approval from the employee's vice-president or associate vice-president.
- 4.4. Only with agreement from ITS will a department/academic school be allowed to purchase a Moveable IT Asset that is not on the IT Standards List.

- 4.5. Some Moveable IT Assets, such as computers and laptops, are centrally funded. These assets require software licenses that are limited by the College contract with the licensors. Therefore, a department/academic school will only be allowed to purchase Moveable IT Assets from its own funds with agreement from ITS.
- 4.6. A Moveable IT Asset that was assigned to one employee cannot be reassigned to another employee without consultation and agreement from ITS.
- 4.7. When employees are no longer employed by the College, they are required to return all Moveable IT Assets. The manager/associate dean of the departing employee(s) is responsible for ensuring that the Moveable IT Assets are returned to ITS prior to or on the last day of the departing employee's employment.
- 4.8. Records about Moveable IT Assets shall be maintained by ITS.
- 4.9. Employees shall account for and safeguard Moveable IT Assets assigned to them.
- 4.10. The loss, damage, theft, or destruction of a Moveable IT Asset shall be reported to ITS as soon as possible.
- 4.11. Employees may borrow Moveable IT Assets for college-related business purposes if approved by ITS. The borrower will be responsible for the borrowed Moveable IT Assets.
- 4.12. ITS is responsible for disposing of all Moveable IT Assets.
- 4.13. Moveable IT Assets used as Point of Sale terminals to process payment cards need to be configured to be Payment Card Industry (PCI) compliant.
- 4.14. Moveable IT Assets must be used primarily for college-related business. Limited personal use is permitted.

## **5. Procedure**

### **5.1. Centralized ITS Purchases**

ITS takes a centralized approach in the purchasing of desktop and laptops for all College full-time employees, as well as labs and classrooms, subject to annual budget allocation. Part-time, contract, or sessional faculty are not provided with personal computers. ITS purchases are selected from the IT Standards List, which is a document listing the IT equipment models approved for use at DC. The IT Standards List is updated by ITS and is available on ICE.

The employee's department/academic school is responsible for the cost of the docking station, monitor, and other peripherals as required.

Under special approved circumstances, ITS will provide some part-time or contract staff with computer equipment for a limited time. The equipment provided is typically "loaner equipment." Requests for loaner equipment must be supported in writing by the director/associate dean and arranged with the Director, IT User Support Services. Approval of loaner equipment is subject to availability.

Process steps for centralized computer purchases include:

- a) ITS creates the requisition through the procurement system (FAST).
- b) ITS will recommend hardware compatible and appropriate for the employee's requirements.
- c) Director, IT User Support Services reviews and approves purchase request.

Note:

- Employees are allowed one computer device. In exceptional cases, some positions will be allowed an additional device. Requests for any additional devices must be submitted to the IT Service Desk supported in writing from the employee's director or executive dean/dean, and provide the business reason. The Director, IT User Support Services reviews and approves or denies the request. ITS will communicate the decision back to the employee and director or executive dean/dean. The employee's department might be required to carry the cost of any additional devices.

## 5.2. Purchasing items not on the IT Standards List

Exceptions to purchasing a Moveable IT Asset that is not on the IT Standards List is allowed when:

5.2.1. Special project or new initiative requirements demand computer technology not currently supported by equipment on the IT Standards List.

- a) ITS must be involved in the purchase or design decisions for project purchases (including audio-visual purchases) to plan for ongoing maintenance.
- b) The Director, ICT Infrastructure, must approve all networking devices such as wireless access points, routers, and switches/hubs to be connected to the DC network.

5.2.2. The device provides an accommodation that is required by the employee.

5.2.3. The exception is approved by the Director, IT User Support Services.

If an employee purchases a Moveable IT Asset that is not on the IT Standards List, the employee risks not receiving IT support for the

Moveable IT Asset.

Process steps include:

- a) Employee submits a ticket request to the IT Service Desk stating the equipment required and business reason and support for the request in writing from the employee's director or executive dean/dean. The Director, IT User Support Services, reviews the request.
- b) If approved, a requisition must be entered in FAST by the requesting department.
- c) If denied, ITS responds back to the employee and the employee's director or executive dean/dean with the reason why it was not approved and, where possible, works to resolve a mutual outcome.

### 5.3. Purchasing Individual Moveable IT Assets

Exceptions to centralized buying by ITS are allowed when:

5.3.1. Departmental grants are obtained for special projects.

- a) ITS must be involved in the purchase or design decisions for the project purchases (including audio-visual purchases) in advance to plan for ongoing maintenance.
- b) The Director, ICT Infrastructure, must approve all networking devices such as wireless access points, routers, and switches/hubs to be connected to the DC network.

5.3.2. New hires in a department/academic school that were not projected during the budget process.

5.3.3. New hires for whom no prior arrangement has been made with ITS.

5.3.4. Vice-presidents or associate vice-presidents approve requests for exceptional incidents (e.g., irreparable damage, theft)

5.3.5. Employees require specialized devices for accommodations.

Although the Moveable IT Asset may be non-standard, funded, or partially funded by a department or academic school, Moveable IT Assets are the property of Durham College and managed by ITS. Assets are absorbed among a central pool of Durham College's Moveable IT Assets when the asset is no longer required by the department/academic school. Therefore, ITS remains responsible for inventorying, imaging, software licensing, repairing, redeployment, repurpose, and disposal of all Moveable IT Assets.

Process steps include:

- a) Manager/associate dean submits a ticket to IT Service Desk stating the equipment required and business reason for departmental funds to be utilized.
- b) ITS reviews the request.
- c) ITS responds to requester with the decision.
- d) If approved, the employee's department creates a requisition in FAST and includes the approval email in the requisition.

#### 5.4. Acquiring a Personal Printer

To acquire a personal printer:

- a) Employees must complete the Personal Printer Assessment Checklist available on ICE.
- b) Employees need to submit the checklist through their manager/associate dean to their vice-president or associate vice-president to obtain approval.
- c) The employee's department/academic school creates a requisition for the purchase in FAST and includes the approved checklist.
- d) Purchasing will order the printer and notify the employee.
- e) The printer is shipped to Shipping and Receiving. Upon receipt, Shipping and Receiving notifies ITS by submitting an IT Service Desk ticket.
- f) ITS collects and asset tags printer.
- g) ITS delivers and deploys personal printer to employee.

Notes:

- All supplies (toner, paper, etc.) are to be ordered by the employee following the appropriate departmental process and charged to the requesting department/academic school.
- Personal printers cannot be networked through the network print server. The Director, ICT Infrastructure, can approve exceptions to this.

#### 5.5. Reassigning Moveable IT Assets

Moveable IT Assets are associated with an employee role. The asset is required to stay with the role in the event that an employee moves to another position. ITS manages the reconfiguration of the asset for a new person in the position. Executive dean/deans, associate deans, directors, and managers must inform ITS when their academic schools or departments have an unused movable IT asset so it can be redeployed elsewhere in the College.

To reassign PC's, laptops, tablets, mobile devices, personal printers or other deployed equipment to a different employee, follow these process steps:

- a) An employee submits a ticket request to IT Service Desk stating equipment to be reassigned; business reason; name of employee leaving the role to whom equipment is assigned; name of employee to whom equipment will be reassigned.
- b) ITS reviews request and contacts the employee that made the request.
- c) Reassignment requests are subject to review and approval by Director, IT User Support Services.
- d) If approved, an IT technician will conduct the reassignment.
- e) If denied, ITS responds back to the requestor with the reason why it was not approved.

#### 5.6. Off-boarding and Leave of Absence Process for Moveable IT Assets

To ensure asset management control and technology security upkeep, Moveable IT Assets must be returned to IT when an employee is no longer with a department/academic school or the College. Process steps include:

- a) Human Resources notifies ITS with an IT Service Desk ticket at least twenty business days in advance of a retirement and, where possible, 10 business days in advance of a resignation.
- b) Employee returns Moveable IT Assets to the employee's manager/associate dean on the last day of work. If the assets are too heavy to carry, the employee has to make an appropriate arrangement with the manager/associate dean.
- c) The employee's manager/associate dean returns the Moveable IT Assets to IT Service Desk at the end of employee's last workday. If the assets are too heavy to carry, the manager/associate dean can submit a ticket to the IT Service Desk requesting the assets to be picked up.
- d) IT Service Desk updates the ticket with confirmation of receipt of assets.
- e) ITS will hold an asset for a period of 10 business days before wiping the hard drives and redeploying the asset. Provisions will be made to accommodate additional data retrieval requests or preservation of the asset within the 10 business days if a department/school manager/associate dean requests it.

Leave of absence:

- For a short-term leave less of than 30 days, Moveable IT Assets should remain with the employee that is on leave.
- For maternity/paternity leave or other planned extended leave of absence greater than 31 days, the employee must arrange with the employee's manager/associate dean the appropriate use of the Moveable IT Asset. For example, if a contract employee will replace the employee during their

extended leave, the Moveable IT Asset will be reassigned to the contract employee. The manager/associate dean logs an ITS Service Desk ticket to inform ITS of the arrangement.

Note:

Contract/part-time faculty must return all Moveable IT Assets prior to or on the last day of the contract.

#### 5.7. Configuration and Tagging of Moveable IT Assets

ITS is responsible for the receipt, recording, configuration, and tagging of Moveable IT Assets, including those assets approved for departmental/academic school purchase.

#### 5.8. Maintaining Records of Moveable IT Assets

To ensure IT asset management compliance, technology updates, and risk controls, ITS maintains records of Moveable IT Assets. Details include the name of the asset, employee assigned, type, and age of the asset. ITS utilizes manual and electronic systems to manage asset records. ITS conducts periodic inventory counts to ensure asset data is correct.

#### 5.9. Safeguarding Moveable IT Assets

Employees shall safeguard Moveable IT Assets assigned to them. Employees are not to deface Moveable IT Assets. Employees should immediately inform IT Service Desk of any observations of unreasonable use, abuse, or unauthorized removal of equipment.

#### 5.10. Loss, Damage or Theft of Moveable IT Assets

The loss, damage, theft, or destruction of a Moveable IT Asset shall be reported to ITS as soon as possible and within two business days of the event happening.

Process steps include:

- a) Employee contacts IT Service Desk to inform of asset damage, loss, theft, or destruction.
- b) Employee informs employee's manager/associate dean of the incident.
- c) ITS will contact employee to follow up regarding incident and determine next steps of asset security and replacement.
- d) If staff or student personally identifiable information was included on the lost IT asset, the employee must inform the Privacy Officer immediately.
- e) A temporary asset will be provided by ITS where possible until a permanent replacement is processed.

### 5.11. Replacing Moveable IT Assets

To replace a Moveable IT Asset, the process steps include:

- a) Submit a request to the IT Service Desk to request a replacement asset. Employees need to be aware that there are eligibility requirements that need to be adhered to. Reference IT Standards List for details.
- b) ITS will recommend hardware compatible with and appropriate to the employee's application requirements.

### 5.12. Borrowing Moveable IT Assets

If an employee needs a temporary loan of a Moveable IT Asset for business purposes, the following process should be followed:

- a) Employee submits a ticket request to IT Service Desk stating equipment required to be borrowed; business reason for the loan; name of employee; date(s) equipment is required; and anticipated return date.
- b) ITS reviews request and contacts employee if additional information is needed.
- c) If the request is approved and the asset is available, the asset is immediately assigned. If it is not available, ITS contacts employee about availability and where possible, resolves the request with a mutually agreeable outcome.

### 5.13. Disposing of Moveable IT Assets

- An employee who has Moveable IT Assets or peripheral devices that need to be disposed of, return the Moveable IT Assets to the IT Service Desk or submit a ticket to the Service Desk with the details of the Moveable IT Asset to arrange for appropriate pick up and disposal. If the item is large, the IT Service Desk will request Facilities to move the item to a predefined location for cleaning and disposal.
- ITS is responsible for the secured, managed disposal of all decommissioned Moveable IT Assets, except centralized contract printers. Facilities is responsible for the disposal of the centralized contract printers.

Facilities or ITS is responsible for ensuring the data on data storage equipment is cleaned satisfactorily prior to disposal. A list of disposed assets will be reported back to Finance.

## 6. Roles and responsibilities

- 6.1. The Chief Administrative Officer and the Associate Vice-President, Information Technology are responsible for the full implementation of this policy.
- 6.2. The Associate Vice-President, Facilities and Ancillary Services is responsible for the implementation of the printer-related aspects of this policy.



- 6.3. Managers/associate deans are responsible for ensuring employee's Moveable IT Assets are returned to ITS.
- 6.4. The Director, IT User Support Services, or designate is responsible for the central purchasing of Moveable IT Assets (other than printers), approving special moveable asset requests, reassigning of Moveable IT Assets, purchasing items that are not on the IT Standards List, and is responsible for developing and maintaining the IT Standards List.
- 6.5. The Director, ICT Infrastructure, or designate will review any requests for networked printers or other networked devices.
- 6.6. Managers/associate deans are responsible for returning an employee's Moveable IT Asset(s) to the IT Service Desk.
- 6.7. Employees are responsible for adhering to this policy when acquiring, using, borrowing, replacing, transferring ownership, or disposing of IT Moveable Assets. Employees are also responsible for returning Moveable IT Assets to their manager/associate dean once employment ends.
- 6.8. Vice-presidents and associate vice-presidents are responsible for granting an employee permission to obtain a new personal printer.
- 6.9. The Sustainability Office in consultation with the department/academic school will be responsible for setting and updating the criteria for environmentally friendly personal printers.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

Failure to comply with this policy could result in financial loss to Durham College.

**9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

**10. Related forms, legislation or external resources**

- None.